

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****Fort Wayne Community Schools (0235)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Ms. Candice Hagar  
Nutrition Services Director  
(260) 467-2055

**Executive Contact**

Dr. Wendy Robinson  
Superintendent  
(260) 467-2025

No. of Sites / Reviewed: 57 / 12  
Month of Review: February 2018

**Commendations**

- \* The cashiers made each student feel special by saying their name as they came through the line and at the same time ensuring they had the proper student pulled up on the screen.  
The regular serving lines in the cafeteria moved very fast for the number of students they served.  
The a la carte line was super, super busy but the ladies moved very efficiently to get the students through quickly.  
Great job!!

**Certification and Benefit Issuance - Fort Wayne Community Schools (0235)***131. Applications denied incorrectly?***Finding 9000: Denied household notification letter**

SFA denied household notification letter does not contain all the required information.

**Corrective Action:**

SFA shall update all household letters with the information provided on the Indiana Department of Education Nutrition Website sample meal benefit letters. Discussed in detail no further action required.

**Technical Assistance:**

Discussed with SFA staff the importance of including all the language found on the sample letter.

**Verification - Fort Wayne Community Schools (0235)***211. Verification notification letter?***Finding 9044: Verification notification letter does not contain all required information.**

The SFA's verification notification letter does not include all required information, as follows: Correct non-discrimination statement.

**Corrective Action:**

SFA shall update software letter with correct non-discrimination statement annually. Discussed in detail no further action required.

**Technical Assistance:**

Discussed with SFA staff the importance of updating all software generated letters with the correct non-discrimination statement.

*213. SFA notice of adverse action - required information, appeal rights?***Finding 9045: SFA's notice of adverse action did not contain all required information.**

The SFA's notice of adverse action as a result of Verification did not contain all the required information, including notification of appeal rights. The notification letter does not have date that benefit will decrease.

**Corrective Action:**

SFA shall update the verification adverse action letter to include all of the components described in the IDOE template. Discussed in detail that changes that need to be made no further action required at this time.

**Technical Assistance:**

Discussed with SFA staff the importance of updating the software verification annually to contain all of the required language.

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****214. Student eligibility change due to verification – update Benefits Issuance list?****Finding 9047: Change in benefit levels due to Verification results not changed within required timelines.**

When a student's eligibility status decreased due to verification, benefits were changed immediately. The 10 calendar days from the final verification decision was not given to the household.

**Corrective Action:**

SFA shall allow 10 days before decreasing meal benefits at the conclusion of verification. Discussed in detail, no further action required.

**Technical Assistance:**

Discussed with SFA staff the importance of notifying household they have 10 days before meal benefits will be reduced.

**Meal Counting & Claiming - Fort Wayne Community Schools (0235)****313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?****Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with Food Service Director and staff the potential for inaccurate claims based on schools with clickers having difficulty obtaining an accurate count without checking the number of meals served based on students sitting and eating or counting the number of entrees first recorded as available. With students taking each component separately, an entrée count will not give an accurate count.

**Resource Management Comprehensive Review - Fort Wayne Community Schools (0235)****750. Statement of Revenue and Expenses****Finding 9000: Technical Assistance****Technical Assistance:**

Spoke with Candice and Alesha about the Annual Financial Report. The information in the AFR needs to be documented and match the corporation's financial records. Alesha made a revision to the SY 16-17 AFR for missing Federal reimbursement and we will review/discuss the documentation again for the SY 17-18 AFR when the time comes.

**756. New Equipment Purchases****Finding 9000: Equipment purchase over \$5,000**

SFA did not seek prior State approval for equipment purchases valued at \$5,000 or more. A review of equipment purchases shows that while prior approval was not requested, the purchases were considered allowable.

**Corrective Action:**

SFA must ensure all staff involved with procurement in the school nutrition programs must be aware of and comply with this requirement. The SFA must submit documentation showing this is part of their current procurement procedures as proof of corrective action. Further findings in this area could result in the disallowance of the costs associated with these equipment purchases.

**General Program Compliance - Fort Wayne Community Schools (0235)****810. Non-discrimination on appropriate Program materials?****Finding 9000: Program materials with the non-discrimination statement**

Some household notification letters do not have the correct non-discrimination statement.

**Corrective Action:**

SFA shall update software program with the correct non-discrimination statement annually. Discussed in detail, no further action required

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****Technical Assistance:**

Discussed with SFA staff the importance of updating software program with the correct language.

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

**Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Deficiencies found on-site: Wellness Policy is missing language that addresses marketing of non-compliant food.

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: SFA shall update Wellness Policy to include specific language limiting the marketing of non-compliant food.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

*1110. Did on-site observation validate responses to Smart Snacks Questions #1100-1103 on the Off-Site Assessment Tool?*

**Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with Food Service Director and staff that many of their on-site review forms found problems in this area. We did not find any sales during the time of our review that conflicted with the policy. I encouraged SFA staff to work with administrators to ensure policies are being followed.

*1219. Validate OFS #1209 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?*

**Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with staff the importance that all persons serving meals to students receive annual offer versus serve training.

*1400. Food safety plan – contain required elements, copy available at each school?*

**Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with Food Service Director and staff the importance of serving meals to students in a more aesthetic way. A solution needs to be found to keep milk cold on the serving lines that run for over an hour. In the future, the Administrative Review process will include questions about the environment that food is served to the students. Now is the time to start addressing these issues.

*1400. Food safety plan – contain required elements, copy available at each school?*

**Finding 9142: The written food safety plan does not contain all the required elements.**

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: List of equipment at each school site. The private schools did not have a Food Safety Plan addressing only what is needed at their site.

**Corrective Action:**

SFA shall update Food Safety Plan at each site to include the list of equipment and specific SOP's for cleaning and using

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)*****Program Year 2018***

such equipment. A specific Food Safety Plan should be developed for each school based on the equipment they have on hand.

**Technical Assistance:**

Discussed with the Food Service Director the importance of having a plan for each school based on the equipment they have on hand.

*1403. Did any review of agricultural food components indicate violations of the "Buy American" provision?*

**Finding 9000: Technical Assistance****Technical Assistance:**

SFA shall keep justification on why they purchased produce from outside of the United States.

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****Abbott Elementary (0137)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Theresa Stevenson  
Cafeteria Manager-Satellite Operation  
Elementary  
(260) 467-5831

Month of Review: February 2018

Date of Onsite Review: March 20, 2018

**Meal Counting & Claiming - Abbott Elementary (0137)**

318. DOR - accurate meal counts by category at POS? Enter data.

**Finding 9000: Technical assistance and recommendation for determining the breakfast count****Technical Assistance:**

As observed on the Breakfast Day of Review, each of the two meal service line clicker accuracy is questionable when small groups come to the breakfast food area to select a breakfast. It is recommended that students be instructed to form a line so that when the food is dispersed and counted by the same individuals, the count will be it more accurate. Lastly, several students arrived late for breakfast. The manager was already beginning prep for lunch service away from the breakfast food cart. A procedure needs to be implemented to help ensure these breakfasts are creditable and/or counted with the clicker.

**Meal Components & Quantities - Abbott Elementary (0137)**

400. DOR – all required components available during entire meal service, all lines? Enter data.

**Finding 9000: Technical Assistance****Technical Assistance:**

The additional 1/2 c fruit that makes the 1 cup fruit/vegetable for breakfast (on the Day of review dried cranberries) needs to be offered in a container that all students can see their availability. Also, it is suggested that maybe a sign is posted to let students know they may take this additional fruit. Out of the over 300 breakfasts served, not one student took the second fruit.

**General Program Compliance - Abbott Elementary (0137)**

1104. Foods sold to students – complete chart of locations, responsible entity.

**Finding 9000: Technical Assistance****Technical Assistance:**

On the DOR, the Smart Snack Guidelines were discussed with a school administrator who is in charge of fundraisers. This school administrator was not aware of these guidelines

1404. Food safety plan - written, copy available?

**Finding 9000: Location of Food Safety Manual**

Manager was not able to directly locate the food safety book. It was located after extensively searching for it. The last training dates with signatures are from 2007.

**Corrective Action:**

SFA shall update Food Safety Manual and train staff annually. This finding is being addressed system wide.

**Technical Assistance:**

Food Safety Book should be readily available for easy reference.

**SNP Administrative Review Findings**  
**Program Year 2018****Fort Wayne Community Schools (0235)**

1407. SFA written food safety plan implemented?

**Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.**  
Proper HACCP principles not observed: The condiment cart, paper tray cart and the food preparation area are unclear.

**Corrective Action:**

The condiment cart, paper tray cart and the food preparation area needs thoroughly cleaned and put on a regular cleaning schedule. It is highly recommended that the HACCP book's forms: Food Safety Checklist, Employee Training Log, and Equipment Cleaning Log be implemented. Describe how this procedure has been implemented.

**Other Federal Programs - Abbett Elementary (0137)**

1910. FFVP: Meal service follow HACCP principles, sanitation standards?

**Finding 9178: Fresh Fruits and Vegetables Program meal service did not follow HACCP principles and applicable sanitation and health standards.**

Some containers along with lids used to disperse the FFVP items were found to be unclear.

**Corrective Action:**

Confirm that all containers along with lids used to disperse the FFVP items washed and then put on a regularly scheduled cleaning schedule. This finding is being addressed in previous food safety finding.

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****Adams Elementary (0141)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Lindsey Bolster  
cafeteria manager-satellite operation  
elementary  
(260) 467-5856

Month of Review: February 2018

Date of Onsite Review: March 21, 2018

**Meal Counting & Claiming - Adams Elementary (0141)**

318. DOR - accurate meal counts by category at POS? Enter data.

**Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with Food Service Director that after clicking students through the line, the helper would then count each student sitting down with a meal to confirm the correct count. Recommend that the students learn to slow down going through the line to ensure they have been accurately counted.

**General Program Compliance - Adams Elementary (0141)**

1406. Most recent Food safety inspection posted, visible to public?

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

The most recent Board of Health inspection report was not posted.

**Corrective Action:**

Manager posted a copy immediately. No further action required.

**Technical Assistance:**

Discussed with the manager that the BOH inspection report is to be posted in view of students.



**SNP Administrative Review Findings**

**Fort Wayne Community Schools (0235)**

***Program Year 2018***

**Ascension Lutheran School (A114)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Meghann Kern  
Cafeteria Manager  
(260) 486-2226

Month of Review: February 2018

Date of Onsite Review: March 21, 2018

**No Findings during Site A114 Review**



**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****Bloomington Elementary (0149)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Ms. Beverly Brincefield  
Cafeteria Manager-Satellite Operation  
Elementary  
(260) 467-6710

Month of Review: February 2018

Date of Onsite Review: March 19, 2018

**General Program Compliance - Bloomington Elementary (0149)**

902. On-site monitoring review – CA required, follow up conducted?

**Finding 9107: Follow up review not conducted to ensure corrective action was implemented for errors identified in the school's meal counting and claiming procedures...**

An on-site follow-up review was not conducted within 45 days to ensure that corrective action was implemented.

**Corrective Action:**

SFA shall review schools within 45 days of finding errors that need to be corrected. Discussed this in detail with support staff, no further action required.

**Technical Assistance:**

SFA will ensure on-site review follow -up will be completed within 45 days next school year.

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)*****Program Year 2018*****Forest Park Elementary (0157)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Cathy Ramos  
Cafeteria Manager-Satellite Operation  
Elementary  
(260) 467-6861

Month of Review: February 2018

Date of Onsite Review: March 20, 2018

**Meal Components & Quantities - Forest Park Elementary (0157)**

501. Cafeteria staff trained on OVS?

**Finding 9000: Technical Assistance - OVS Training****Technical Assistance:**

The school food service staff was not trained on Offer vs. Serve for the current school year. Recommended that they train staff annually.

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****Lane Middle School (0126)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Lakesha Green  
Cafeteria Manager  
(260) 467-4413

Month of Review: February 2018

Date of Onsite Review: March 20, 2018

**Meal Counting & Claiming - Lane Middle School (0126)**

325. Review Period meal counts by category correctly used in the claim? Enter data.

**Finding 9000: Other Finding**

There were mathematical errors on the week of review. It resulted in an under claim of 4 meals

**Corrective Action:**

There needs to be a double check on the roster. A procedure needs to be developed to be sure counts are accurately recorded.

**Technical Assistance:**

Suggestions for ways to resolve this issue were discussed at the exit conference.

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****Northrop High School (0219)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Laura Dyson  
Cafeteria Manager  
(260) 467-2336

Month of Review: February 2018

Date of Onsite Review: March 20, 2018

**Meal Counting & Claiming - Northrop High School (0219)**

318. DOR - accurate meal counts by category at POS? Enter data.

**Finding 9000: Other Finding**

Meals for special needs class were counted before time of service.

**Corrective Action:**

Discussed with site manager and RD that meal counts need to be taken at the time of service. Since these students eat in a separate dining area, counts need to be taken on a roster when the students receive the meal, then the roster needs to be returned to the cafeteria to be entered into the POS system. Corrected the next day. No further action required.

**Technical Assistance:**

Discussed with manager and staff the importance of not counting a meal until the student receives the meal.

**Meal Components & Quantities - Northrop High School (0219)**

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

**Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals that contain insufficient quantities of meal components are incomplete and are not reimbursable. Insufficient portion sizes observed on the Day of Review:

Grain.

**Corrective Action:**

SFA shall correct the serving size of grain for the yogurt parfait. Corrected on-site no further action required.

**Technical Assistance:**

The school was advised and given the opportunity to correct the insufficient quantity of grain meal component before the meal service started.

**General Program Compliance - Northrop High School (0219)**

1407. SFA written food safety plan implemented?

**Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan. Proper HACCP principles not observed: The condiment cart, paper tray cart and the food preparation area are unclean.**

**Corrective Action:**

Pizza cutter needs to be washed between cutting various foods to eliminate the risk of cross contamination. Describe how this process has been resolved.

**Technical Assistance:**

Discussed with manager and food service director the importance of not having cross contamination.

## SNP Administrative Review Findings

## Fort Wayne Community Schools (0235)

## Program Year 2018

Queen of Angels Catholic School  
(A135)

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

## Food Service Contact

Ms. Cami Mount  
Nutrition Facilitator  
(260) 483-8241

Month of Review: February 2018

Date of Onsite Review: March 19, 2018

## Meal Counting &amp; Claiming - Queen of Angels Catholic School (A135)

324. Questionable patterns in Free, Reduced Price or Paid meal counts? Enter data.

**Finding 9073: Questionable patterns in the reported counts of free, reduced, and paid meals for the Review Period.**

There were patterns in the reported counts of free, reduced, and paid meals for the Review Period that appear questionable for the population of students participating in the NSLP. The explanation provided by the school for the questionable meal count patterns was not acceptable. Questionable meal count practices: The staff claimed meals not marked off as served.

**Corrective Action:**

SFA shall implement a procedure to reduce the errors in claiming meals that are paid for in the software program although not marked as served on the line. Describe the procedure implemented to reduce claiming errors.

**Technical Assistance:**

Discussed with manager the importance of only claiming meals that have been recorded as served. Suggested that a second person look at the daily meal count sheet be sure only recorded meals in the software program matches the meal count sheet.

## Meal Components &amp; Quantities - Queen of Angels Catholic School (A135)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with staff the importance of keeping daily count of the carrots served and not just a weekly count. They count as part of the 3/4 vegetable component and need to be recorded daily.

## General Program Compliance - Queen of Angels Catholic School (A135)

1300. Potable Water – free and available to all students, lunch and breakfast?

**Finding 9000: Technical Assistance****Technical Assistance:**

Recommend that the cups be out and available for all students.

**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****St Aloysius Catholic School (A270)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Sue Frauenfelder  
Nutrition Facilitator  
(260) 622-7151

Month of Review: February 2018

Date of Onsite Review: March 19, 2018

**Meal Components & Quantities - St Aloysius Catholic School (A270)**

407. DOR - school comply with planned menu, changes made? Enter data

**Finding 9000: Technical Assistance****Technical Assistance:**

Older students were served mixed vegetable not green peas as stated on the menu. Whenever a food item is substituted, it must be replaced with a food item that credits the same. In the DOR case, no other starchy vegetable was planned/offered any time this week. Therefore, these students' mixed vegetable lunches would not meet the weekly starchy vegetable subgroups.

**General Program Compliance - St Aloysius Catholic School (A270)**

1404. Food safety plan - written, copy available?

**Finding 9145: A copy of the written food safety plan was not available at the reviewed school.**

Manager stated trained annually but no onsite food safety booklet given. See system wide finding



**SNP Administrative Review Findings**

**Fort Wayne Community Schools (0235)**

***Program Year 2018***

**St John the Baptist Catholic School  
(A150)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Tana Chellis  
Nutrition Facilitator  
(260) 456-3321

Month of Review: February 2018

Date of Onsite Review: March 21, 2018

**No Findings during Site A150 Review**

## SNP Administrative Review Findings

## Fort Wayne Community Schools (0235)

## Program Year 2018

## St Jude Catholic School (A160)

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

## Food Service Contact

Tara Ward  
Nutrition Facilitator  
(260) 484-4611

Month of Review: February 2018

Date of Onsite Review: March 21, 2018

## Meal Components &amp; Quantities - St Jude Catholic School (A160)

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

**Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, the cashier did not demonstrate a clear understanding of OVS and its requirements. The cashier required each student to take all components.

**Corrective Action:**

SA instructed SFA and dietician to meet with principal of school to discuss the changes that need to be made to correctly implement OVS, send letter home to parents regarding changes that will be made, then begin correctly implementing OVS after all parties involved have been advised of the changes. Also, the SA suggested the dietician create a learning tool for teachers to use in the classroom to help students learn the requirements of OVS. Discussed in detail during the exit conference, nor further action required.

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. The dietician will follow up with the school, along with the SA, to ensure OVS is being implemented correctly.

501. Cafeteria staff trained on OVS?

**Finding 9000: Technical Assistance****Technical Assistance:**

Discussed with school staff and RD the importance of staff receiving annual offer versus serve training.



**SNP Administrative Review Findings****Fort Wayne Community Schools (0235)****Program Year 2018****St. Therese Catholic School (A175)**

3211 West Ludwig Road  
Fort Wayne, IN 46818-1387

**Food Service Contact**

Kim Kiracofe  
Nutrition Facilitator  
(260) 747-2343

Month of Review: February 2018

Date of Onsite Review: March 21, 2018

**Meal Components & Quantities - St. Therese Catholic School (A175)**

501. *Cafeteria staff trained on OVS?*

**Finding 9000: Technical Assistance - OVS Training****Technical Assistance:**

The food service staff was not trained on Offer vs. serve for the current year. Discussed that this should be completed annually.

**General Program Compliance - St. Therese Catholic School (A175)**

902. *On-site monitoring review – CA required, follow up conducted?*

**Finding 9000: Technical Assistance****Technical Assistance:**

Site needed corrective action during their onsite monitoring visit, however, it was not completed within the 45 day time frame. The CA provided was sufficient for the findings they had.

1406. *Most recent Food safety inspection posted, visible to public?*

**Finding 9000: Technical Assistance - Food Safety Report****Technical Assistance:**

The food safety inspection report was posted on the fridge in the kitchen. The site will post the most recent report to a public location.